

CPB Canada

Bookkeeping Excellence Awards

2021 Distinguished Service Award

Definition, Criteria & Nomination Form

Please submit your completed nomination by August 7, 2021

Thank you for taking the time to nominate a deserving Certified Professional Bookkeeper (CPB or FCPB) for the **CPB Canada 2021 Distinguished Service Award**. Your nomination may be supplemented with additional information, gathered by research from the CPB Canada team, and/or further information provided by the Nominee. The Selection Committee will need to select the award winner.

THE AWARD

The CPB Canada Distinguished Service Award is a Lifetime Achievement Award that was created to recognize a Certified Professional Bookkeeper (CPB) who has accomplished a significant achievement in their bookkeeping career through commitment, excellence, and innovation and who has made a significant contribution to their community, the bookkeeping industry and to the association.

ELIGIBILITY CRITERIA

The Nominee must:

- a. Demonstrate that they uphold the standards and ideals of CPB Canada as identified in our [Mission, Vision](#), and [Code of Ethics and Professional Conduct](#); and
- b. Have accomplished a significant achievement in their bookkeeping career as demonstrated by their commitment to, and the promotion of, excellence within their community, the bookkeeping industry, and CPB Canada; and
- c. Have made a significant contribution to their community through volunteer services (i.e. civic, political, charitable, professional, business or industry association); and
- d. Have made remarkable accomplishments in their career through innovation; and
- e. Have made a significant contribution to CPB Canada; and
- f. The Nominee must be a CPB in good standing, with no ethics complaints proven to have merit, and must be current with their [Continuing Education Credit requirements](#).

WHO CAN BE NOMINATED?

- a. A CPB in good standing, with no ethics complaints proven to have merit, and must be current with their Continuing Education Credits requirements.
- b. Current members of the CPB Canada Board of Directors and CPB Canada employees are **NOT** eligible to be nominated for this award.
- c. Previous Nominees **ARE ELIGIBLE** to be nominated for this award.
- d. Previous winners **ARE NOT ELIGIBLE** to be nominated for this award again for a period of three years after winning their award (eg. if a winner in 2017, they cannot be nominated again until 2021).

WHO CAN NOMINATE?

- a. Any CPB Canada member, an employer, an employee or customer/client of a Certified Professional Bookkeeper (CPB).
- b. Entities/companies that supply technology to the accounting/bookkeeping community, and their representatives, are not permitted to submit nominations.
- c. Self-nominations will be accepted, with supporting documentation.

PROCESS

- a. All nominations and supporting documentation must be received by CPB Canada no later than midnight EST August 7, 2021. The date and time recorded on the form submission will be used as the date and time received, and late entries will not be accepted.
- b. The nomination must be submitted to CPB Canada via the Form:
<https://www.surveymonkey.com/r/DSA21Nominator>
- c. This application must be completed in its entirety, or the nomination will be eliminated from consideration.
- d. CPB Canada will acknowledge receipt of each nomination and any additional supporting information.
- e. CPB Canada accepts no responsibility for any nomination or supporting information which is sent but not received.
- f. The Selection Committee's decision will be final, and no correspondence will be entered into regarding the nomination.

SELECTION COMMITTEE

CPB Canada will form a Selection Committee to choose the recipient of the Distinguished Service Award. The committee will consist of three CPB Canada members who are CPBs in good standing, who are not members of the current Board of Directors, Staff or the CPB Canada Awards Committee.

ANNOUNCEMENT OF THE AWARD

The recipient of the CPB Canada Distinguished Service Award will be announced at the IGNITE Conference.

MAXIMUM NUMBER OF WINNERS IN ANY ONE YEAR

No more than one (1) Distinguished Service Award will be awarded in any one year.

SUPPORTING DOCUMENTATION/MATERIALS (FOR SELF-NOMINATIONS)

Letters

Self nominations must include 2-3 letters of support from organizations or individuals that know or have worked with the Nominee. A maximum of two of these letters of support can be from clients of the Nominee. Ideally, these letters would include the following:

- a. A brief description of the person/organization supporting the nomination, their work/company, and their role in the community.
- b. The details of the Nominee's involvement with the person/organization supporting the nomination, including:
 - the role of the Nominee
 - support indicating how the nominee has met the criteria.

Entities/companies that supply technology to the accounting/bookkeeping community, and their representatives, are not permitted to submit letters of support.

Photos

The Nominee must include one high-resolution image (head shot) with the Nominee questionnaire.

If you have any questions concerning this process, please contact awards@cpbcan.ca